

DIRECTOR OF INFORMATION TECHNOLOGY

DEFINITION: Under general direction, performs complex technical, administrative, and supervisory work of unusual difficulty in the development, installation and maintenance of information technology systems; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Manages and administers the Department of Information Technology; plans, organizes, and manages the computer system development, implementation, maintenance, and operations to provide all Navajo Nation departments with effective computer services, systems, and applications; manages data processing operations; reviews progress and makes changes in priorities and schedules as needed; establishes goals and objectives for departmental activities; plans and implements organization-wide information systems, services, and network facilities, including local area networks, wide area networks and peripheral systems.

Analyzes and implements computer technology systems, supports staff utilizing these systems, and creates annual and long-range computer technology plans; establishes policies, procedures, and performance standards; develops and maintains data processing systems consistent with organizational goals and objectives; recommends and implements new hardware and software systems; oversees or conducts the research for and purchase of all hardware and software requirements; provides technical advice and assistance to departments, divisions and staff regarding computer systems and applications.

Analyzes and recommends new information technology, application systems, and management strategies and plans; analyzes and determines feasibility of in-house projects; analyzes and recommends improvements to existing computer systems, applications, and hardware; fosters professional development of assigned staff; makes presentations to supervisors, boards, focus groups and the general public; coordinates with management staff, support staff, technical personnel, or vendors to resolve problems, as required; conducts performance evaluations and initiates and implements disciplinary actions as warranted; represents the organization at various conferences and meetings; serves as a member of various committees and task forces.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of management and supervisory principles, practices and methods.
Knowledge of information technology.
Knowledge of data and voice communication systems.
Knowledge of modern electronic data processing theory, principles, and practices.
Knowledge of management information systems.
Knowledge of office automation and computerized financial applications.
Knowledge of wide and local area networks.
Knowledge of client/server network protocols and Internet/Intranet applications.
Knowledge of: major information systems development including the development and implementation of on-line systems; state-of-art computer systems, database management systems and telecommunication systems; hardware selection.
Skill in strategic management planning and collaborative business planning.

THE NAVAJO NATION

Class Code: 1840
Information Technology Series
Information Technology Management Group
Overtime Code: Exempt
Pay Grade: 70

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PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

MINIMUM QUALIFICATIONS: A Bachelor's degree in Information Technology, Management Information Services, Computer Science or a closely related field; and eight (8) years of progressively responsible related experience, two (2) years of which must have been in a supervisory capacity.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.